



AUDIT AND BUDGET COMMITTEE REPORT

Meeting Date: April 21, 2015

Subject: Advisory Committee on Aging Request For Operating Funding

APPROVALS:

Heather Evasiuk, Acting Director
Dale Bendfeld, Acting Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT it be recommended to Council that \$100,000 be allocated to fund the mandate of the Advisory Committee on Aging (ACOA) in 2015, to be sourced from:

- 2015 Community Services Department Operating Budget surplus;
 - 2015 Community and Protective Services Division Operating Budget surplus;
 - 2015 Corporate Operating Budget surplus; or
 - Emerging Issues Reserve;
- in that order; and

THAT similar funding for ACOA's activities in future years be incorporated in the budgeting process and brought forward for Council's consideration; and

THAT it be recommended to Council that Administration continue to support the ACOA consistent with the standard processes that are in place to support Council committees throughout the Municipality.

Summary:

On January 13, 2015, Council adopted ACOA's recommendation that the Regional Municipality of Wood Buffalo seek the World Health Organization's Global Network of Age-Friendly Cities designation. An age-friendly community designs policies, services and structures related to the physical and social environment that help seniors live safely, enjoy good health and stay involved. There are eight domains:

1. Pleasant, safe and accessible outdoor areas.
2. Affordable, safe and accessible public transportation.
3. Sufficient, affordable, safe and well-designed housing.
4. Opportunities for seniors to be socially active.
5. Respectful and inclusive relationships.
6. Opportunities for civic participation and employment.
7. Easy-to-find and understandable information.
8. Community health and support services.

To achieve this status, ACOA seeks dedicated resources under its specific direction, including community engagement funding and seconded Municipal employees.

Background:

The Advisory Committee on Aging Bylaw No. 14/021 was passed on June 24, 2014. At the January 13, 2015, Council meeting, ACOA chairperson Dave Hodson presented information about the World Health Organization's (WHO) Age-Friendly Communities initiative. Council unanimously supported pursuit of the Age Friendly Community designation by May, 2015.

The Community Services Department (CSD) provides administrative support to nine Council-appointed advisory committees, including ACOA. Its current organizational structure allows staff to work on committee projects and requests, and other projects and initiatives, as a team with support from all employee classifications, including program assistants, coordinators, supervisors, managers and the director. The program coordinator for seniors would be the logical project lead with other support provided as needed.

Budget/Financial Implications:

Approximately \$100,000 is required for program costs such as community engagement.

Organizational and Other Implications:

Although the Municipality has a long history of providing generous staff support to its advisory committees, there appears to be no precedent for formal secondment. Since ACOA is not a legal person, it cannot be an "employer." Any seconded individual would have to continue as a Municipal employee for the purposes of salary, pension contributions, statutory deductions, insurance, Workers' Compensation, and vicarious liability.

It is also unclear how seconded staff would be managed – who they would be accountable to and who would ensure that they have enough ACOA work to justify full-time secondment. These are significant issues because such a secondment could set a precedent for other advisory committees seeking assistance.

Rationale for Recommendations:

ACOA requested seconded staff under its direction to gain the Age-Friendly Community designation and subsequently develop recommendations with respect to the eight domains.

The CSD has the necessary resources within its current structure to provide the required level of administrative support.

Attachments:

1. Advisory Committee on Aging Bylaw No. 14/021

BYLAW NO. 14/021

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH AN ADVISORY COMMITTEE ON AGING

WHEREAS the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish an Advisory Committee on Aging to provide an opportunity for public input into strategic planning and delivery of services for seniors;

NOW THEREFORE the Regional Municipality of Wood Buffalo, in open council assembled, hereby enacts as follows:

1. The Advisory Committee on Aging is established, and is hereinafter in this bylaw referred to as the “Committee”.

SHORT TITLE

2. This Bylaw shall be cited as the “Advisory Committee on Aging Bylaw.”

MEMBERSHIP OF THE COMMITTEE

3. Membership of the Committee consists of one Councillor and six members of the public at large, appointed by resolution of the Council.
4. The public-at-large members of the Committee will be appointed from the following groups to the extent that there are persons within those groups who are willing to serve and, in the opinion of the Council, qualified to serve on the Committee:
 - (a) Seniors-at-large (2 representatives – 1 each from the rural and urban service areas);
 - (b) Golden Years Society board members (1 representative);
 - (c) Wood Buffalo Health Advisory Council (1 representative);
 - (d) Wood Buffalo Housing and Development Corporation board members (1 representative);
 - (e) Wood Buffalo Seniors Resource Committee (1 representative).

MANDATE OF THE COMMITTEE

5. The mandate of the Committee is to provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to the Council.

6. In fulfilling its mandate the Committee may draw upon the expertise or advice of any group or organization that has an interest in the well-being of seniors in the Municipality, including without limitation: Alberta Health Services, the Northern Lights Regional Hospital, Wood Buffalo Housing and Development Corporation, and the Municipality itself.
7. The Committee shall deal with matters referred to it by the Council or by another Council Committee, and may on its own initiative deal with matters that are within its mandate.

TERM OF APPOINTMENT AND REIMBURSEMENT OF EXPENSES

8. Initial appointments of public-at-large members of the Committee shall be for either a one year or two year term, and all subsequent terms of appointment will be for two years.
9. The initial appointment of the Council member representative to the Committee will be for a term expiring at the next organizational meeting of the Council, and all subsequent terms of appointment of Council members shall be for one year.
10. If a member of the Committee is unable or unwilling to continue to serve as a member, the Council shall appoint a replacement to serve for the balance of that member's remaining term.
11. Members of the Committee shall serve without remuneration but shall be reimbursed for reasonable out-of-pocket expenses incurred in attending Committee meetings or otherwise conducting the affairs of the Committee.

QUORUM

12. A quorum of the Committee is a majority of its members, including the Chair.
13. The Committee shall hold a meeting only when a quorum is present.

COMMITTEE MEETINGS

14. The Chair of the Committee shall be determined by the members of the Committee at the first meeting of each calendar year.
15. The Chair shall preside over all meetings of the Committee, preserving order and decorum and deciding questions of procedure in accordance with the most current edition of *Roberts Rules of Order Newly Revised*.

16. If the Chair is unable to attend a scheduled meeting or must leave a meeting for any reason, the Committee members in attendance shall select an acting Chair to perform the duties of the Chair.
17. Meetings of the Committee may be held in such locations within the Municipality as the Committee deems advisable, and shall be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
18. The Committee shall meet at the call of the Chair.
19. When the Committee passes a resolution in the nature of a recommendation to the Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
20. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
21. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committee.

COMING INTO FORCE

22. This bylaw comes into force when it is passed.

READ a first time this 10th day of June, AD. 2014.

READ a second time this 24th day of June, A.D. 2014.

READ a third time this 24th day of June, A.D. 2014.

SIGNED and PASSED this 24th day of June, A.D. 2014.


Mayor


Chief Legislative Officer